

Procurement eLearning Overview



Procurement

Local Government Association
of South Australia

In partnership with



Example Blended Learning Program

Create a step change in your team's performance



The program is hosted through the **Digital Academy** – your online hub to embed procurement learning

1. Personality profile
2. Practical coaching
3. Project delivery
4. Applied learning

LGA Procurement has partnered with ArcBlue to provide eLearning tailored specifically to the SA Local Government Context.



Core modules tailored to SA Local Government

- Contract Management Essentials
- Procurement Essentials
- Probity for Purchasing and Procurement
- Evaluation Panel Responsibilities

Key features benefits to eLearning



What does the eLearning look like?

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Local Government Association of South Australia

Contract Management Essentials for Local Government

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Key principles

Lets first take a look at the key principles.

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Procurement Essentials – Guiding Principles

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Introduction: The 9 guiding principles

Considering these very serious risks, you should always bear in mind the nine guiding principles for procurement:

- ETHICS
- VALUE FOR MONEY
- COMPETITION
- FAIRNESS TO SUPPLIERS
- ACCOUNTABILITY
- RISK MANAGEMENT
- TRANSPARENCY
- SUSTAINABLE PROCUREMENT
- CONFIDENTIALITY

What does the eLearning look like?

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Contract Management Essentials for Local Government

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From a good deal to a good supplier

Without effective management of suppliers and downstream processes, much of the potential value that is available can be lost.

Supplier Motivation

Time

Sourcing

Supplier management

- Well-aligned and managed – performing well
- Poorly-aligned and managed – performance drifting
- Misaligned and under-managed – non performing

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Probity for Purchasing and Procurement

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Legislative framework and guides

Legislative Framework and Guides

Find out more

Council policies and procedures – including procurement thresholds and delegations

In the South Australian legislative context Councils are empowered to determine their tendering limits through their documented procurement policies and procedures.

What does the eLearning look like?

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Roles and Responsibilities of an Evaluation Panel page 7 / 29

Roles of Evaluation Panel Members

We will now look at the responsibilities of the evaluation team members and forming the evaluation panel.

The diagram illustrates the structure of an Evaluation Panel. On the left, a vertical stack of three boxes represents the panel's focus areas: 'Technical', 'Operational', and 'Commercial'. On the right, a central 'Chairperson' role is connected to three advisory roles: 'Legal Adviser', 'Technical Adviser', and 'Probity Adviser / Auditor'. Each role is represented by a stylized human icon.

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Procurement Essentials – Procurement Process page 10 / 30

Developing sourcing strategy

Think about the objectives of the procurement activity – what are you trying to achieve?

Example strategies could include:

The list of strategies is presented next to an illustration of a red pencil on a blue notepad. The strategies are numbered 1 through 6:

- 1 Bundling with other requirements
- 2 Unbundling the requirement to open up new options
- 3 Standardising specifications
- 4 Aligning contract terminations
- 5 Direct negotiation with the incumbent supplier
- 6 Developing new suppliers

Contract Management Modules

Contract Management

This course is designed to provide the learner with techniques and tools to effectively manage supplier relationships. Commencing with an overview of why contract management is important, it covers the fundamental elements of good practice.

Module 1

Key Principles

- Key principles of contract management
- What is contract management?
- The benefits of good contract management
- From a good deal to a good supplier
- What does a successful contract look like?
- Key contributing factors

Local Government Framework

- Contract management in context
- What is probity?
- Probity risks

Module 2

Planning for Contract Management

- Contract management through the procurement lifecycle
- Core elements and process of contract management
- Purpose and types of specifications

- The 5 requirements of good specifications
- Hints and tips for specification writing
- Planning for effective contract management

Managing Contracts

- Contract management plan
- Managing and mobilizing contracts
- Health and safety
- Roles and responsibilities
- Supplier relationship management
- Review meetings
- Performance management
- KPI's and measures
- Contract variations

Transitioning Out

- Issues and disputes
- Managing the exit of a supplier
- Transitioning out



Procurement Essentials Modules

Procurement Essentials

This course provides practical and insightful training on the end to end procurement process. It includes an overview of procurement, methodology, the different approaches to engage suppliers, governance, ethics and legislation as well as evaluation and selection considerations.

Module 1: Introduction to Procurement (30 minutes)

- What is procurement?
- Key definitions
- Evolution of procurement
- What does procurement involve?
- What are you buying?
- Why is procurement important?
- The balance of risk & value
- Procurement impact on risk
- Methods of procurement
- Market approach methods
- Request for quotation (RFQ)
- Expression of interest (EOI)
- Request for tender (RFT)
- Governance policy, process and systems
- Mechanisms to support good governance

Module 2: Guiding Principles (20 – 30 minutes)

- Overview of procurement principles
- Common risks
- The legislative framework
- The 9 Guiding Principles (Ethics ~ Value for money ~ Competition ~ Transparency ~ Sustainable procurement ~ Confidentiality ~ Risk management ~ Fairness to suppliers ~ Accountability)
- Ethics
- Warning signs

- Conflicts of interest
- Gifts and hospitality
- Value for money
- Competition
- Fairness
- Accountability
- Risk management
- Transparency
- Record keeping and storage
- Sustainable procurement
- Sustainable procurement hierarchy
- Social procurement
- Confidentiality
- Keys to success

Module 3: Procurement Process (10 – 15 minutes)

- Source to contract
- The process phases
- Planning and analysis
- Developing the procurement strategy
- Evaluation of responses
- Negotiate contracts
- Manage supplier relationships
- Purchase to pay
- Segregation of duties
- Variations
- Close out

Module 4: Evaluation to Establishment (15 – 20 minutes)

- Principles of an evaluation
- Setting criteria and weightings
- Response evaluation process
- Weighting the criteria
- Question design
- Scoring responses
- Evaluation methods
- Engaging the supplier
- Managing the supplier



Probity Modules

Probity for Purchasing and Procurement (25 minutes)

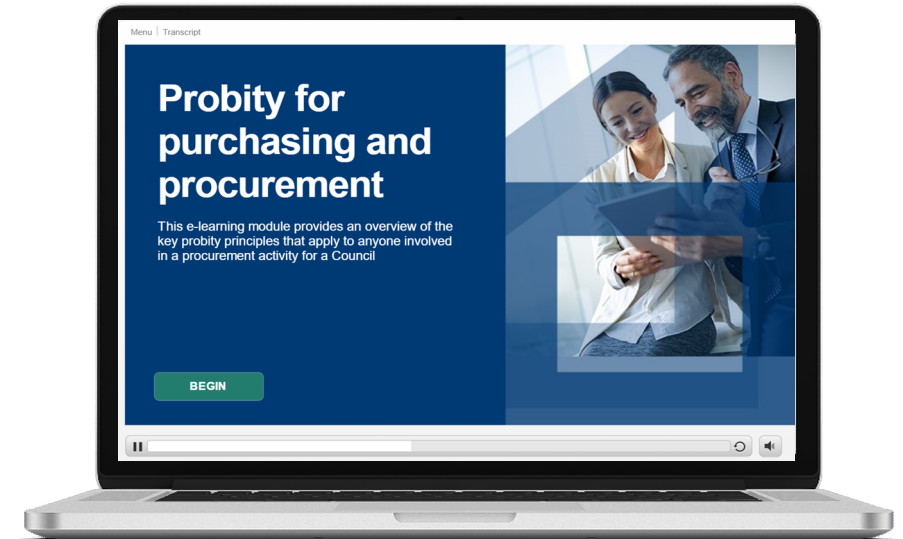
Is an essential course for anyone who raises a purchase order, authorises a contract or procurement exercise or is involved in buying in any way.

Introduction

- Intro to probity
- What Is probity?
- Why is it important?
- Probity expectations
- The Local Government framework
- Non compliance

Probity Principles

- Principles of probity
- Ethics
- Conflicts of interest
- ICAC case study
- Managing conflicts of interest



Roles and Responsibilities of an Evaluation Panel

Roles and Responsibilities of an Evaluation Panel(40 minutes)

Is an essential course for anyone who raises a purchase order, authorises a contract or procurement exercise or is involved in buying in any way.

Overview and principles

- Introduction
- Principles of evaluation

Evaluation Process

- What is procurement
- Evaluation process
- Planning the evaluation – who, how, what and when
- Templates
- Tendering documents
- Procurement project risk assessment
- Planning the evaluation

Evaluation Panels

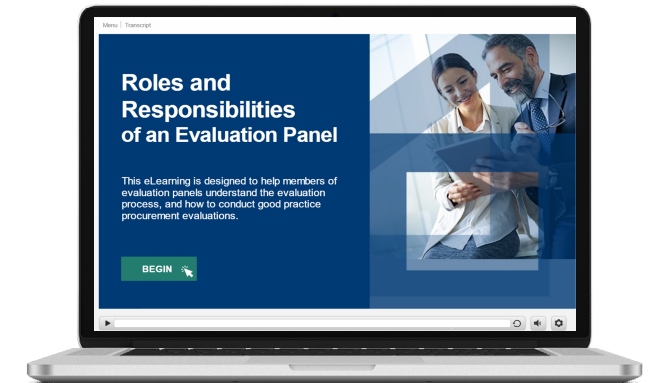
- Methods of procurement
- Roles of evaluation panel members
- Responsibilities of evaluation panel members
- Evaluation approval hierarchy
- Evaluation panels

Evaluation Criteria and Scoring Methods

- Evaluation criteria and scoring
- Important information
- Evaluation criteria
- Mandatory criteria
- Comparative criteria
- Schedule for responses
- Legal clauses

Conducting the Evaluation

- Assess and score submissions
- Measuring comparative criteria
- How do we evaluate price?
- Total cost of ownership
- Scoring
- Conducting the evaluation
- Finalising the evaluation report



How it works

Host it yourself:

- We provide you to the SCORM files

Hosted by ArcBlue

- You provide the users, we provide the environment and logins
- Regular reporting
- Track who has completed the module in real-time
- Add new members during your subscription



Commercials

Prices are per annum, excluding GST

- > Customise your e-learning modules with your logo and references to your council's policy provisions (quotation provided upon request)
- > e-learning modules reviewed and updated on an annual basis by the team at ArcBlue to ensure they reflect the latest legislative requirements.
- > License fees include the annual provision of SCORM files or online access via the LGAP Digital Academy.
- > Price is per year and excludes GST.

Module	Small Council: (<30 individuals)	Large Council: (>30 individuals)	Individual price
Procurement Essentials	\$2,000	\$3,000	\$200
Contract Management Essentials	\$2,000	\$3,000	\$200
Probity for Purchasing and Procurement	\$2,000	\$3,000	\$200
Roles and responsibilities of an evaluation panel	\$2,000	\$3,000	\$200
Package of 3 courses	\$5,000	\$7,000	\$500
Package of 4 courses	\$7,000	\$9,000	\$700

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